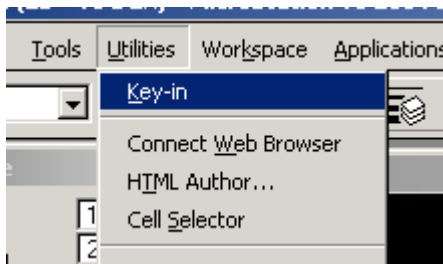How to make a backup copy of your Microstation Design file:
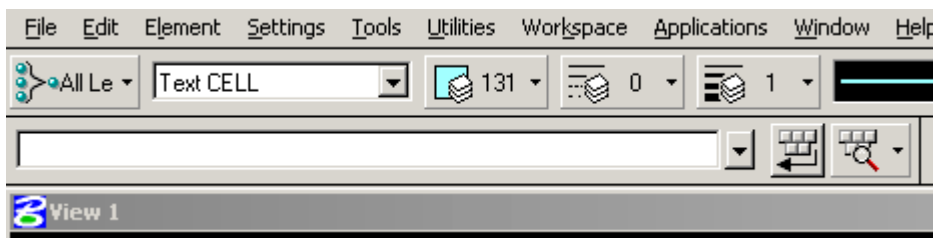
1. With the microstation file open , click on **Utilities** in the menu bar.
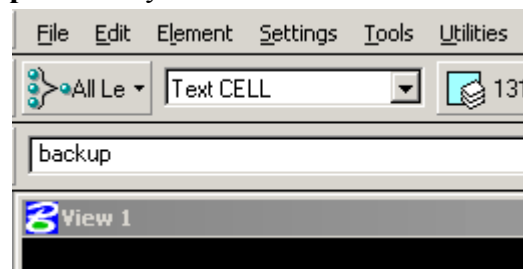

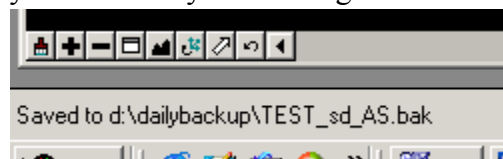2. Choose the **Key-in** command to bring up key-in dialogue

Note: keyin browser may already be open and in menu bar as shown below:

3 . Type **backup** in the keyin browser as shown below:

After you hit **enter** you should get the following message down in the message area

Saved to d:\dailybackup\TEST_sd_AS.bak

What this means is that your file has been saved to this location. If for some reason your file was deleted or became corrupted then all you need to do is go to this location and copy your file and change the extension from "bak" to"dgn" and only a small amount of work would be lost. If you do the above steps and **DO NOT** get this message let Randy know so he can fix it for you. If you do this first thing when you open you file in the morning and again when you go on break or lunch you should never lose much info. A new copy is made each time. At some time you will need to delete the files under the backup directory.